PHILIP MORRIS
U.S.A.
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June 11, 1990

William Allinder, Esq.
Shook, Hardy & Bacon
One Kansas City Place
1200 Main Street
Suite 25
Kansas City, MO 64106

Dear Bill:

I have revised the format of the rough draft of the RECORDS MANAGEMENT MANUAL intended for usage within the Research & Development Department of Philip Morris USA.

The differences between this initial final draft (I hope!) copy and the former rough draft copy are as follows:

1. There is no usage of italicized parts to indicate addition of terminology by myself or in response to those reviewing the draft within the department.

2. There is no usage of parts with lines to indicate terminology being stricken from the original version.

3. Sections with no relevancy to the department's records program have been eliminated to reduce any area of potential confusion and bulk of the documents (these sections were with the APPENDICES as G, H, and I.)

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Source: https://www.industrydocuments.ucsf.edu/docs/fyck0000

As we had discussed during your recent visit here, I am sending a copy to Art DeBaugh. Should any questions arise as to intent of the program, please feel free to contact me. I can be reached as follows:

Telephone: 804/274-3854
FAX: 804/274-2160

Thank you for your assistance in helping with this program.

Sincerely,

Murray

Murray D. Rosenberg

Attachments: Philip Morris USA Research & Development RECORDS MANAGEMENT MANUAL

cc: James L. Charles, Ph.d - (without attachment)
Arthur J. DeBaugh, Esq.- Hunton & Williams (attachment)
Kenneth S. Houghton, Ph.d - (without attachment)
William F. Kuhn - (without attachment)
Stuart Rickerson, Esq. - (without attachment)

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Source: https://www.industrydocuments.ucsf.edu/docs/fyck0000